



## **LEWISBURG ALLIANCE CHURCH**

### **Wedding Handbook, Pastor's Policies and Application**

We are happy that you are taking such an important step in your life. Your wedding is a sacred occasion. We believe marriage is instituted of God, regulated by His commandments, blessed by our Lord Jesus Christ and to be held in honor among men. It will be most meaningful to you, your family and friends when there is careful concern for the sanctity of the church and its services, as well as the dignity of a Christian marriage.

We at Lewisburg Alliance Church (LAC) are pleased and honored that you have chosen us to be a participant in your wedding. Our desire is to partner with you to make your day as beautiful as you have envisioned and aid you in building a strong marriage.

#### **Scheduling Your Wedding:**

First, contact the church office for information. If you would like to make an appointment to see the facilities, please do so at 570-524-2937 or [lewisburgalliance@ptd.net](mailto:lewisburgalliance@ptd.net).

Next, we suggest you plan your wedding at least six months in advance to make sure the church space can be arranged without conflict. Once the wedding and facility use applications have been turned in to the church office, and approved, your wedding date and time will be reserved on the church's master calendar. Any fees must accompany the applications.

#### **Pre-marital Counseling:**

Completing marriage preparation counseling is mandatory to be married at LAC. Substitutions are given for "out of the area couples."

#### **Marriage License:**

Be sure to apply for your marriage license at the proper local government agency in plenty of time. Please provide the Pastor officiating with the license, for signature, during the rehearsal.

**Your Pastor:**

The first meeting with your pastor is important so this should be held soon after booking your wedding. Details of the service will be discussed at this time. The church office can help you select an LAC pastor if you do not have one in mind. After the pastor agrees to perform the wedding, he will discuss such matters as the Christian meaning of marriage and any other matters that may be brought to light during these sessions.

In the event you ask an outside pastor (someone not on LAC's staff) to perform your wedding ceremony, a letter from that pastor to LAC's church office will be required. This letter should outline his intentions in counseling and preparation for planning of the service.

**Send to:** Lewisburg Alliance Church  
137 Supplee Mill Road  
Lewisburg, PA 17837

or

[lewisburgalliance@ptd.net](mailto:lewisburgalliance@ptd.net)

**Pastor's Honorarium:**

It is customary to give an honorarium to the officiating pastor. By tradition, this is the groom's responsibility. Suggested Honorarium:

- For LAC members there is no set cost. An honorarium is appropriate and appreciated with the consideration of counseling, rehearsal and wedding.
- For non-LAC members there is a set cost of a \$300 honorarium. Plus if the wedding is out of the Lewisburg area standard mileage and lodging by reimbursement.

The check should be made out to the pastor performing the ceremony.

**The Wedding Service:**

A church wedding is a religious service and your music should be in keeping with the reverence that is observed upon entering the house of the Lord. Because music is a vital part of this sacred service, we stand ready to be of any assistance regarding music selections and musicians. If you need any suggestions on vocalists and musicians, we will be able to guide you in selecting them. Please remember they would not be included in the wedding fees.

Slides or videos cannot be shown during the wedding ceremony. This is more appropriate for the rehearsal dinner or reception.

### **Photographers and Videographers:**

Due to the sacred nature of the ceremony, LAC asks that all photographers and videographers respect the reverence of the ceremony and be as unobtrusive as possible. They should also be dressed appropriately for a wedding. They are to abide by these policies in taking photos and how they set up for taping. No flash photography is permissible after the bride is at the altar.

Photographers and videographers cannot be on the platform or roaming around in front once the bride reaches the altar. They may take pictures from the back of the church or from behind the last row of guests. Reenactments may be done following the ceremony. Videographers may set up a stationary camera and tripod on the platform area, however.

Photographers are welcome to take pre-wedding pictures in and around the church for up to two hours prior to the wedding. They should be finished with the pre-wedding photos one half hour before the wedding. The photographer is asked to limit the post-wedding photo time one half hour.

Photographers and videographers that do not abide by these policies will not be allowed to work future weddings at LAC.

### **The Wedding Rehearsal:**

Ideally, the wedding rehearsal will be the day before the wedding. The pastor will walk the wedding party through the process from processional, placement of the wedding party for the ceremony, walking through the order of service and finally the recessional. The pastor will make sure everyone is comfortable with the ceremony details. It's important that everyone connected with the wedding party be at the rehearsal, including the parents of the bride and groom. If the grandparents are being escorted to their seats, they can also be included in the rehearsal.

We request the wedding party arrive fifteen minutes before the beginning time of the rehearsal. It is the responsibility of the bride and groom to inform the wedding party that no alcohol is permitted on the campus. If any individual comes to the rehearsal under the influence, they will be asked to leave. No smoking is permitted. The bride and groom should ask the wedding party to respect the sanctity of the setting and dress appropriately.

**Wedding Decorations:**

It is the responsibility of the bride and groom to decorate and to assign someone to clean up after the wedding service. Ribbons or simple arrangements of flowers may mark reserved rows. The use of screws, nails, wires, thumb tacks or scotch tape on furnishings or the building proper is not permitted.

The florist, family or whoever decorates shall remove all decorations from the building immediately following the wedding ceremony. If the wedding date is during one of LAC's seasonal celebrations (Easter, Christmas, Mission's Conference) such things as banners and staging must remain in place and will not be removed. Please, plan very carefully the date of your wedding with this in mind. Church furnishings should not be removed from the foyer.

**Dressing Rooms:**

Rooms are available for the bride and groom as well as their attendants to dress for the wedding at LAC. All personal belongings brought to the church are the responsibility of the wedding party. While every effort is made to ensure their safety, LAC cannot be held responsible. Make sure someone is assigned to gather clothing, property, etc. after the wedding. Immediately after the service, those rooms need to be put back into order as those rooms are used for Sunday services.

**Child Care:**

LAC is not responsible for providing child care for the bridal party or wedding guests.

**Lewisburg Alliance Church  
Wedding Application**

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Bride \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Bride's Testimony of faith in Christ:

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Groom \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Groom's Testimony of faith in Christ:

Bride and Groom's address after marriage \_\_\_\_\_  
\_\_\_\_\_

(This is needed in case we need to mail you something you might have forgotten at LAC as well as your copy of the marriage license.)

Is the Bride or her family an LAC member? \_\_\_\_\_

Is the Groom or his family an LAC member? \_\_\_\_\_

Pastor requested for ceremony \_\_\_\_\_

Keyboard \_\_\_\_\_

Other Instruments \_\_\_\_\_

Vocalist(s) \_\_\_\_\_

Florist \_\_\_\_\_

Photographer \_\_\_\_\_

Videographer \_\_\_\_\_

**LAC's Policy**

- Couples must not be living together and be in agreement to live in abstinence until their wedding day.
- The wedding must meet the scriptural criteria of a one biological man and one biological woman marriage.
- The wedding cannot be of one saved and one unsaved profession of faiths, thereby making an unequally yoked marriage.
- The Pastor will only agree to the wedding after the initial interview and the agreement to LAC's policy.

\_\_\_\_\_ Bride \_\_\_\_\_ Groom

\_\_\_\_\_ Date \_\_\_\_\_ Date

**Please fill out this application and return it to the church office. Thank You.**

(If you desire to be married at LAC please also fill out and return the "Application for use of Lewisburg Alliance Church Facilities.")

(07/2017)